

ACCOUNTING POLICY

TOPIC: Section 12--Travel 2.6	EFFECTIVE DATE: 9/5/89
TITLE: Use of Privately-Owned Aircraft by DHFS Employees on State Business	REVISION DATE: 2/24/04
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 2

BACKGROUND

The section of the Wisconsin Statutes governing the use of privately owned aircraft is s. 20.916 (5)(a) and (b). It reads as follows:

(5) Use of Private Airplanes.

- (a) Whenever any state agency determines that the duties of any member or employee require the use of an airplane, it may authorize him or her to charter such airplane with or without a pilot; and it may authorize any member or employee to use his or her personal airplane and reimburse him or her for such use at a rate set biennially by the Office of State Employment Relations (OSER) under Sub. (8), subject to the approval of the Joint Committee on Employment Relations. Such reimbursement shall be made upon the certification of the amount by the head of the state agency to the Department of Administration.
- (b) The head of the state agency whose members or employees are authorized to use their own airplanes in their work for the State shall file with the Department of Administration a list of all persons so authorized and the airplanes so to be used with a statement of the passenger capacity of each such airplane.

POLICY

Any employee who requests reimbursement of expenses for use of a privately owned airplane must provide evidence of the following:

1. Effective January 24, 2004 it is required that approval prior to taking the trip and confirmation of the required insurance coverage be in place.
2. A copy of the Log Book page showing that employee has received an "OK" from the Aviation Manager of the Wisconsin Air Services. This "OK" indicates that the employee has demonstrated their pilot qualifications to the Aviation Manager at the Wisconsin Air Services. The employee should contact the Aviation Manager at 246-4574 or 266-3065 to complete necessary requirements with the Wisconsin Air Services.
3. Liability insurance of at least \$1,000,000 (including passengers, if carried) must be in force as evidenced by a Certificate of Insurance. The Department will share a copy with State Risk Management.
4. A copy of the current FAA Air-Worthiness Inspection report. The Department will share a copy with State Risk Management.

5. Passengers shall not be carried unless prior approval is obtained from the Secretary, and approval will be granted only for carrying state employees in work status.
6. Approval will be granted on a trip specific basis. Requests, with full explanations, should be forwarded through the Division Administrator to the Secretary for approval.
7. Reimbursement for private air transportation expenses will be at current rates provided by s. 20.916 (5) Wis. Stats.

REFERENCES

Wisconsin Statutes, section 20.916 (5)(a) and (b)

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